



**Board of Trustees Meeting  
Regular Minutes – APPROVED  
September 16, 2017**

**Nanaimo River Room  
Vancouver Island Convention Centre, Nanaimo BC**

**Present:**

Barry Avis, Qualicum Beach (Chair)	Jay Dixon, Port McNeill
Brenda Leigh, Strathcona RD (Vice Chair)	Sabrina Frazier, Queen Charlotte
Ron Kerr, Campbell River	Janett Hoare, Sayward
Hugh MacKinnon, Comox	Erin Bremner-Mitchell, Sidney
Manno Theos, Courtenay	Kerrie Reay, Sooke
Gwyn Sproule, Cumberland (Alternate)	Randy Taylor, Tahsis
Tom Duncan, Duncan	Allen Anderson, Tofino
Gordon Waterman, Gold River	Marilyn McEwen, Ucluelet
Steve Arnett, Ladysmith	Lucas Banton, Alberni / Clayoquot RD
Lorna Vomacka, Lake Cowichan	Frank Johnson, Central Coast RD
Will Geselbracht, Lantzville	Rod Nichol, Comox Valley RD
Diane Brennan, Nanaimo	Mary Marcotte, Cowichan Valley RD
Mary Beil, Parksville	Howard Houle, Nanaimo RD
Jan Allen, Port Alice	Merrick Anderson, Powell River RD
Fred Robertson, Port Hardy	

**Regrets:**

Jason Thompson, Masset	Candace Faulkner, Zeballos
Kate Marsh, North Cowichan	Mike Hicks, Capital RD
Jack Thornburgh, North Saanich	Heidi Soltau, Mount Waddington RD
Sharie Minions, Port Alberni	Bill Beldessi, North Coast RD
Charleen O'Brien Anderson, Port Clements	

**Staff:**

Rosemary Bonanno, Executive Director  
Joel Adams, Director of Finance  
Lis Pedersen, Director of Human Resources  
Melanie Barnum, Divisional Manager, Office of the Executive Director  
Natasha Bartlett, Marketing and Communications Officer  
David Carson, Divisional Manager, Corporate Communications and Strategic Initiatives  
Lisa House, Human Resources Recruitment Specialist  
Lee Lively, Divisional Manager, Facilities  
Heather Mink Zuvich, Executive Assistant (Recorder)  
Mariah Patterson, Administrative Assistant

## 1. Call to Order

The meeting was called to order at 9:31 am.

### a) Opening remarks

*The Vancouver Island Regional Library Board of Trustees would like to acknowledge that the land on which we gather is the unceded traditional territory of the Coast Salish peoples, specifically the Snuneymuxw First Nation whose historical relationships with the land continue to this day.*

### b) Roll call

As above.

### c) Declarations of Conflicts of Interest

None.

## 2. Agenda

### a) Items to be removed from Consent Business

None.

### b) Additions or deletions

Additions:

- i. Letter from the District of Sooke
  - ii. Correspondence received regarding the new Chemainus branch
- To be added to *6 (c) Facility Projects Update*

### c) Approval of agenda

**Motion:** Moved by Merrick Anderson / seconded by Hugh MacKinnon that the agenda be approved as amended. Carried.

## 3. Minutes

### a) May 27, 2017 Board of Trustees Meeting Minutes

**Motion:** Moved by Janett Hoare / seconded by Gordon Waterman that the regular minutes of the *May 27, 2017 Board of Trustees Meeting* be approved by the Board of Trustees. Carried.

### b) July 7, 2017 Executive Committee Meeting Minutes

**Motion:** Moved by Steve Arnett / seconded by Merrick Anderson that the regular minutes of the *July 7, 2017 Executive Committee Meeting* be received by the Board of Trustees. Carried.

### c) August 18, 2017 Executive Committee Meeting Minutes

**Motion:** Moved by Allen Anderson / seconded by Tom Duncan that the regular minutes of the *August 18, 2017 Executive Committee Meeting* be received by the Board of Trustees. Carried.

#### 4. Delegations

**Motion:** Moved by Brenda Leigh / seconded by Merrick Anderson that the delegation of Mr. Alex Turner regarding the Sayward library be received by the Board of Trustees. Carried.

#### 5. Business Arising

##### a) Electronic Records Management System for Board Documents

**Motion:** Moved by Brenda Leigh / seconded by Lucas Banton that the *Electronic Records Management System for Board Documents* report be received by the Board of Trustees. Carried.

**Motion:** Moved by Brenda Leigh / seconded by Gordon Waterman that the Board of Trustees approve *Option 2* presented in the report: maintain ten (10) years of electronic Board documents on the VIRL Trustee Portal and destroy legacy documents. Carried.

##### b) Revised Board Policy: Respectful Workplace

**Motion:** Moved by Mary Marcotte / seconded by Brenda Leigh that the revised *Board Policy: Respectful Workplace* be received by the Board of Trustees. Carried.

**Motion:** Moved by Merrick Anderson / seconded by Steve Arnett that the Board of Trustees rescind the current *Board Policy: Discrimination, Bullying, Harassment or Abuse*. Carried.

**Motion:** Moved by Janett Hoare / seconded by Ron Kerr that the Board of Trustees adopt the *Board Policy: Respectful Workplace*. Carried.

##### c) Revised VIRL Board Procedural By-Law

**Motion:** Moved by Allen Anderson / seconded by Merrick Anderson that the Board of Trustees receive the revised *VIRL Board Procedural By-Law*. Carried.

**Motion:** Moved by Diane Brennan / seconded by Kerrie Reay that *Section 5: Board Meetings – Delegations*, paragraph 7 of the *VIRL Board Procedural By-Law* be amended to: 'The Board of Trustees will be advised if a delegation has been refused and the reason(s) for refusal.' Carried.

**Motion:** Moved by Merrick Anderson / seconded by Diane Brennan that the Board of Trustees adopt the revised *VIRL Board Procedural By-Law*, as amended. Carried.

##### d) Performance Indicators and Branch Activity Highlights

**Motion:** Moved by Merrick Anderson / seconded by Tom Duncan that the Board of Trustees receive the *Performance Indicators and Branch Activity Highlights* report. Carried.

## 6. Finance

### a) July 2017 Finance Report

**Motion:** Moved by Gwyn Sproule / seconded by Mary Marcotte that the *July 2017 Finance Report* be received by the Board of Trustees. Carried.

### b) July 2017 Reserves Report

**Motion:** Moved by Howard Houle / seconded by Gordon Waterman that the *July 2017 Reserves Report* be received by the Board of Trustees. Carried.

### c) Facility Projects Update

**Motion:** Moved by Brenda Leigh / seconded by Ron Kerr that the *Facility Projects Update* report be received by the Board of Trustees. Carried.

**Meeting Recessed: 11:12 am**

**Trustee Merrick Anderson departed the meeting at 11:15 am**

**Meeting Resumed: 11:29 am**

## 7. 2018 – 2022 Proposed Financial Plan: Looking to the Future

Presentation by Joel Adams, Director of Finance and Rosemary Bonanno, Executive Director

**Motion:** Moved by Brenda Leigh / seconded by Ron Kerr that the Board of Trustees receive the *2018 – 2022 Proposed Financial Plan: Looking to the Future*. Carried.

**Trustee Steve Arnett departed the meeting at 12:00 pm**

**Motion:** Moved by Erin Bremner-Mitchell / seconded by Lucas Banton that the Board of Trustees review each business case separately. Carried.

**Motion:** Moved by Erin Bremner-Mitchell / seconded by Manno Theos that the Board of Trustees approve the *Innovation Incubator* business case. Carried.

**Motion:** Moved by Erin Bremner-Mitchell / seconded by Diane Brennan that the Board of Trustees approve the *Indigenous Voices* business case. Carried.

**Motion:** Moved by Kerrie Reay / seconded by Ron Kerr that the Board of Trustees approve the *Trainer* business case. 3 opposed (Trustees Bremner-Mitchell, Dixon and Robertson). Carried.

**Motion:** Moved by Sabrina Frazier / seconded by Manno Theos that the Board of Trustees approve the *Advocacy, Partnerships and Promotion* business case. 4 opposed (Trustees Bremner-Mitchell, Dixon, Robertson and Allen). Carried.

**Motion:** Moved by Brenda Leigh / seconded by Kerrie Reay that the Board of Trustees adopt the *2018 – 2022 Proposed Financial Plan*. Carried.

## 8. New Business

### a) Revised Board Policy: Fees and Charges

**Motion:** Moved by Brenda Leigh / seconded by Ron Kerr that the Board of Trustees receive the revised *Board Policy: Fees and Charges*. Carried.

**Motion:** Moved by Brenda Leigh / seconded by Sabrina Frazier that the Board of Trustees rescind the current *Board Policy: Fees and Charges*. Carried.

**Motion:** Moved by Gordon Waterman / seconded by Allen Anderson that the Board of Trustees adopt the revised *Board Policy: Fees and Charges*. Carried.

## 9. Consent Business

**Motion:** Moved by Erin Bremner-Mitchell / seconded by Sabrina Frazier that the Board of Trustees receive all *Consent Business*. Carried.

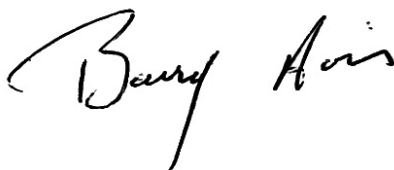
**Trustee Manno Theos departed the meeting at 12:43 pm**

**Trustees Howard Houle and Diane Brennan departed the meeting at 12:45 pm**

**Trustees Kerrie Reay and Lucas Banton departed the meeting at 12:48 pm**

## 10. Adjournment – 12:52 pm

**Motion:** Moved by Brenda Leigh / seconded by Tom Duncan that the meeting be adjourned. Carried.



---

Barry Avis  
Chair, Board of Trustees  
Vancouver Island Regional Library



---

Rosemary Bonanno, BA MLS  
Executive Director  
Vancouver Island Regional Library